

# Professional Child Care Application For Employment

(Please Print)

Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_ Social Security Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Position(s) Applying For \_\_\_\_\_

Referral Source:  Advertisement  Friend  Relative  Walk-in  
 Employment Agency  Other \_\_\_\_\_

If employed and you are under 18 yrs. old:

Can you furnish a high school diploma?  Yes  No

Are you enrolled in a child care related career program?  Yes  No

Name of Program \_\_\_\_\_

Are you currently employed?  Yes  No

Have you filed an application here before?  Yes  No

Are you a U.S. Citizen?  Yes  No If no, do you have a valid work visa?  Yes  No

Are you available to work  Full Time  Part Time  Flexible Hours  Temporary

On what date would you be available for work? \_\_\_\_\_

Have you been convicted of a felony or misdemeanor (other than traffic violations)?  Yes  No

If so, please explain: \_\_\_\_\_

May we have permission to do a criminal records check?  Yes  No

Indicate languages you speak, read, and/or write & check how well you do each:

Speak \_\_\_\_\_  Fluently  Good  Fair

Read \_\_\_\_\_  Fluently  Good  Fair

Write \_\_\_\_\_  Fluently  Good  Fair

**Education:**

School Name \_\_\_\_\_ Middle School \_\_\_\_\_ High School \_\_\_\_\_ College \_\_\_\_\_ Graduate \_\_\_\_\_

Years Completed (circle) 6 7 8 9 10 11 12 1 2 3 4 1 2 3 4

Major \_\_\_\_\_

Describe Specialized

Training & Skills \_\_\_\_\_

### Employment Experience:

Start with your present or last job. Include volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

Employer: _____	Dates Employed: From _____ To _____	Duties _____
Telephone: _____		
Address: _____	Starting Salary: _____	
Supervisor: _____		
Reason for Leaving: _____	Ending Salary: _____	

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If you need additional space, please continue on a separate sheet of paper.

Summarize special skills and qualifications acquired from employment or other experience that may be helpful in considering your application.

### Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_